NATIONAL ARCHIVES OF INDIA

1976-77

Administration

Staff: The staff strength of the National Archives of India, New Delhi, including that of Regional Offices at Bhopal and Jaipur as on 31st March, 1977 was as under:

	Category	Sanctioned Strength	Vacancies	Functional Strength
(i)	Class I Gazetted	21	8	13
(ii)	Class II Gazetted	51	14	37
(iii)	Class II Non Gazetted	53	16	37
(iv)	Class III Establishment	267	64	203
(v)	Class IV Ministerial	174	31	143
		566	133	433

Shri K.D.Gupta officiating Assistant Director of Archives and Kumari A.Roy, Archivist retired from service on 31st December, 1976 and 31st October, 1976 respectively. Shri R.R.Agarwal, Archivist also retired from service on 30th June, 1976 but has since been re-employed as Assistant Archivist Grade I with effect from 3rd December, 1976 on temporary basis for six months.

Kumari E. David was appointed as Assistant Director of Archives on regular basis with effect from 1st March, 1976. On the recommendation

of the Union Public Service Commission. S/Shri R.Meena, Kailash Behari, B.D.Saxena and P.S.Moideen were appointed Archivists (General) on regular basis with effect from 19.4.76, 19.7.76, 2.8.76 and 19.7.76 respectively and Kumari Shanta Iwnati was appointed as Hindi Officer on regular basis with effect from 6.5.77. Shri Kabir Kausar was appointed Archivist (Oriental Records) on regular basis with effect from 16.9.76. Shri D.K.Chaudhury was appointed Microphotographist on regular basis with effect from 8.11.76.

Budget: During 1976-77 a sum of Rs.36,50,696.70 was spent out of a budget provision of Rs.37 lakhs on the non-plan side and on the plan side a sum of Rs.8,61,043.60 out of a budget provision of Rs.22.21 lakhs was spent. For 1977-78 a budget provision of Rs.38.39 lakhs has been admitted on the non-plan side and Rs.35.54 lakhs on the plan side.

Projects: During the year under review five schemes were sanctioned viz., (i) Expansion of National Register, (ii) Expansion of Administration and Library, (iii) Correspondence Course in Archival Science, (iv) Supply of Preservative Materials to States and (v) Expansion of activities of Bhopal office. The total outlay of the National Archives for the Fifth Five Year Plan was revised and reduced to Rs.157.65 lakhs (including Rs.55.71 lakhs for capital expenditure) with an allocation of Rs.43.24 lakhs for 1977-78.

Building: The design and plans for the proposed Annexe to the National Archives of India building, New Delhi has been approved by the Education Minister Dr. P.C.Chunder. The Government has also conveyed its administrative approval for constructing Phase I of the annexe for Rs.2.22 crores. Necessary expenditure sanction to the tune of Rs.50 lakhs during the Fifth Five Year Plan period has also been conveyed by the Government.

The Ministry of Works & Housing have, however, asked the Financial Adviser (Education) to review the entire proposal denovo in the light of the latest economy instructions of the Government of India, as the project is of a large magnitude involving a huge expenditure of Rs.3.41 crores (Phase I & II) and to seek fresh approval of the Secretary (Education) and the Education Minister.

The Director of Archives has taken up the matter with Department of Culture emphasizing that the construction of the Annexe building is an inescapable and unavoidable project which should not be delayed further.

REFERENCE MEDIA

Reference Media: Reference Media of the following series of Public Records as well as Private Papers were prepared.

Public Records

1. Summary Inventory of Consultations

Department/Branch	Inclisive Years	Bulk
Foreign (Secret) Department	1800-1811 (Volumes 1800, 1801, 1802 and 1811 were completed. Work on rest of the volumes in progress)	28,593 (Manuscript pages)

2. Subject List of Files

Public Works Department

a)	General-A	1864-1898	16,770 Files
b)	Accounts General-A	1884-1922	
c)	Accounts Civil Works	1916-1923	
d)	Civil Works Building	1887-1923	
e)	Civil Works Communication	1862-1866	
f)	Irrigation-A	1869-1923	
g)	Civil Works Irrigation	1872-1896	
h)	Establishment-A	1869-1923	
i)	Accounts Establishment	1880-1909	
j)	Railways-A	1879-1893	
k)	Account Railways	1864-1905	
l)	Railway Construction	1879-1901	
m)	Miscellaneous	1864	

Private Papers

1. Subject List

Collection	Items
a) Dr. Rajendra Prasad Collection	9,040
b) Dadabhai Naoroji Collection	4,817

c) Raja Mahendra Pratap Collection	524
d) B.D.Chaturvedi Collection	363
e) P.S.S.Aiyer Collection	168
f) History of Freedom Movement Material	164
g) P.K.Malviya Collection	149

2. Descriptive Docketing: Descriptive docketing and classification of the Inayat Jang Collection:

a) 5,452 documents relating to the period of Muhammad Shah were docketed.

b) The arrangement of the documents of the reign of Aurangzeb has been taken up.

RECORD MANAGEMENT

Archival Policy Resolution: The Third Report of The Director of Archives on the implementation of Archival Policy Resolution during 1975-76, duly approved by the Department of Culture was printed and its copies were distributed among the Ministries/Departments/Offices.

A circular for the compilation of Fourth Report of Director of Archives on the implementation of Archival Policy Resolution was issued to all the Ministries. Large stress is laid on implementation of all the provisions and greater priorty is given to the appointment of trained Record Officers, well organised Record Rooms, compilation/Revision of Retention Schedules etc.

Appraisal of Records: About 1,05,444 files of the following record series were appraised:-

a) President Secretariat (1873-1969)

b) Ministry of Defence, (1873-1958)

c) Erstwhile Tariff Commission, (1945-1974)

d) Ministry of External Affairs,

e) Office of the Comptroller and Auditor General of India,

f) Department of Rehabilitation,

g) Department of Agriculture, (1941-51)

h) Department of Culture, (1963-68)

i) Ministry of Finance, (1947-51)

j) Records lying with National Archives of India i.e. Central India Agency, (1878-1947)

k) National Archivesof India's Series.

Out of the total records appraised 24.85 percent were marked for retention.

While appraising the records of Ministries/ Departments for house keeping jobs, Retention Schedule common to all Departments issued by the Department of Personnel and Administrative Reforms, Appendix 22 of the Central Secretariat Manual of Office Procedure (1972 Edition) and Appendix 13 of General Financial Rules and also Retention Schedule of functional files of the Ministry/Departments concerned prepared by them in consultation with National Archives of India, were used.

Scrutiny of the Retention Schedule:- In accordance with para 6 of the Archival Policy Resolution, Retention Schedules compiled by Tariff Commission, Ministry of Home Affairs, Inland Water Transport Directorate

Director General, Mines Safety, Dhanbad, Office of the Controller of Insurance, Simla, Department of Rehabilitation, Ministry of Finance, Department of Revenue and Banking, Economic Affairs and Insurance, Director General of Health Services were scrutinized and the recommendations in each case were transmitted to the concerned agencies for further necessary action.

Inspection of Departmental Record Rooms: To study the various archival problems Assistant Director of Archives (R.M) inspected the Record Rooms of Lok Sabha Secretariat Department of Education and Department of Culture and Ministry of Home Affairs. Besides he also visited the records of erstwhile Bharatpur State and the records of Commissioner of Income Tax, Patiala.

Another team of Officers inspected the records of the offices of Controller of Insurance and Labour Commission, and the General Mines Safety Dhanbar. Inspection reports containing recommendations were sent to the concerned offices.

Recording, Indexing and Appraisal of files: In pursuance of Para 12 of Archival Policy Resolution a circular was issued to all Ministries/Departments with a view to collect information regarding the quarterly progress made by them on recording, indexing and appraisal of files, 177 Ministries/Departments had sent information during this period which is being tabulated.

Framing of Statutory Rules: For weeding of the Records of the Central Ministries, a draft bill on the Archival Law was forwarded to the Department of Culture. It is still under the consideration of the Government of India.

Printing of Records: A senior level inter Departmental meeting was held on 7th July 1976 in the Department of Culture under the Chairmanship of Smt. A.Dayanand to discuss further the question of Printing of Old Government Records. It was decided in the above meeting that Printing would be the most suitable process for records of permanent value. Each Ministry was accordingly requested to supply detailed information about the backlog of unprinted records of 'A' category as well as the bulk of records of this category created during 1975-76, so that this important matter could be considered in detail and appropriate steps may be taken.

The detailed information as desired by Department of Culture for assessing the position with regards to printing of 'A' & 'B' category files of National Archives of India, has since been collected and the matter is being pursued further in the Department of Culture.

Advisory Work:- Advice on technical aspects of Record Management was offered to the following institutions. (a) Ministry of Education, (b) Lok Sabha Secretariat, (c) Ministry of Defence, (d) Ministry of Finance, (e) Forest Research Institute, Dehradun, (f) Willingdon Hospital, New Delhi, (g) Supreme Court, and (h) Bihar State Archives. Besides representative officers from

Indo-Tibetan Border Police and Rural Health Training Centre Najafgarh also visited the Department and had discussions on the Record Management problems.

Arrangement and Servicing of Records:- During the period under review, 40864 files, foils and maps were checked and 51720 bundles, files volumes and maps were arranged. 48576 files were amalgamated. While 48148 requisitions for records were attended to, 53418 records were restored. In addition 21 search cases were also dealt with.

RESEARCH AND REFERENCE

Number of Research Scholars: During the period under review 662 Indian and Foreign Scholars availed themselves of the Research facilities.

Reference Service: 80 queries received from various Government Departments, Private Institutions and Individuals for information based on records were attended to.

PUBLICATION PROGRAMME

Fort William-India House Correspondence:- Under scheme I of the publication programme of the Department Volume VII (Home Public, 1773-76) edited by Dr. R.P.Patwardhan and volume XVI (Secret, Foreign & Political, 1787-91) edited by Prof. S.H.Askari were received from the press and these were distributed.

The Indian Archives:- The copies of volume XXIII Nos.1-2 (January-December 1974) were received from the press and were distributed and the typescripts of volume XXIV, No.2(July-Dec.75) and XXV No.1(Jan.-June 76) were sent to the press.

Annual Report of the National Archives of India: The Annual Report of National Archives of India for 1975 was published and that for 1976 was made ready for the press.

Proceedings of the Indian Historical Records Commission:- Volume XLIII and XLIV came out of the press and volume XLV is under print. Index to papers read at the Indian Historical Records Commission Sessions Part II (1958-1976) has been published. A compendium of the Resolution of Indian Historical Records Commission covering the years 1948-73 is under print.

National Register of Private Records: During the period under review volume VII (1965-66) was brought out in cyclostyled form. In addition work on volume VIII and volume IX made progress.

Bulletin of Research Theses and Dissertations: The compilation of vol. VIII of the Bulletin of Research Theses was completed.

CONSERVATION

Research and Advice:- Technical advice was rendered to a number of institutions and individuals for preservation and rehabilitation of documents. The Scientific officer Incharge, Research Laboratory visited

many record repositories and libraries to study the problems of insect infestation and suggested control measures in this regard.

A few samples of paper received from indegenous manufacturers were tested for their suitablity, and one of such samples of paper, from M/S Ballarpur paper and straw Board Mills, an improved variety of sunlit twist wrap paper has been found suitable for use, as a standard paper for permanent record.

Repair and Rehabilitation of Records:- In all 92,598 sheets and 138 maps were repaired, while 14993 sheets, 2743 slips and 863 maps were freed from old patches of paste etc. 9745 sheets were flattened. Also 90173 sheets were deacidified and 838 maps were mounted. 83744 sheets were guarded and 1005 volumes, 1216 books 847 original consultations and 1714 miscellaneous items were bound.

Air-Cleaning and Fumigation: 4155 Books, 628 files, 198 bundles and 105 volumes were fumigated. While 6453 Books and 200 files were aircleaned.

REPROGRAPHY

During the period under review reprographic services were rendered to various scholars and institutions. The following figures give the output of major items of work attended to:-

a) Microfilming	4,60,000 pages
b) Positive Printing	7,168 metres
c) Enlargements	1,970 copies
d) Xerox copies	106,14 copies
e) Microfilm Library Service	1851 rolls

TRAINING IN ARCHIVES-KEEPING

One of the most important events of the year under review has been the establishment of a full-fledged Institute of Archival Training under the auspices of the Department, located at 35 Ferozshah Road, New Delhi. The same was formally inaugurated by Prof. R.S.Sharma, Chairman, Indian Council of Historical Research on 11th December 1976.

Diploma Course in Archives Keeping:- 14 trainees successfully completed training in the diploma course in Archives Keeping during 1975-76 and a new batch of 18 trainees for the year 1976-77 was admitted.

Short Term Training: A batch of 11 trainees deputed by the various Central/State Government Department underwent a Short Term training course in the record management.

Special Training Course: 10 Nomineesof the Government of Afghanistan under the Indo-Afghan Cultural Exchange Programme were trained in Archives administration during March-July 1976. In addition, two special courses in repair of record and reprography were arranged for the 7 trainees of the National Research Laboratory for

conservation of Cultural Property and 2 trainees nominated by the Government of Malaysia and the Vrindaban Research Institute respectively.

A special training programme was arranged for the study of records and microfilms for Shri U.Thein Hlaing, Assistant Lecturer, University of Rangoon who had come under the Indian Technical and Economic Cooperation programme of the Ministry of External Affairs.

CULTURAL EXCHANGE PROGRAMME

Cultural Exchange Programme with the following countries was finalized: (1) Hungary, (2) France (3) Federal Republic of Germany (4) German Democratic Republic and (5) U.S.S.R. Two archivists of this Department were deputed to Paris (France) from October 1976 to March 1977 in order to participate in the International Technical Training in Archives, under the Indo-French Cultural Exchange Programme. Dr. Heinz Boberach, Executive Director of Federal Republic of Germany visited India under the Indo-Federal Republic of Germany, Cultural Exchange Programme, and was familiarized with the archival system in the country.

Distinguished Visitors: Amongst the distinguished visitors who visited the Department during the period under review mention may be made of the following:

a) Mrs. Boyce from Canada accompanied by Deputy Educational Adviser Mrs. H.J.Moss. (b) Mr. Klaus Nynoim, Attache, of Denmark. (c) Dr. Ivan Borsa, Hungary. (d) Miss Margaret F.Mackellour & Miss Kapasi from the united States Information service, New Delhi. (e) Shri R.V.Chander Mouti of Gujarat. (f) Mrs. A.K.Commander from the India Office Library & Records London. (g) Dr. Ashraf Ali from British Council Dacca. (h) Members of the Estimate Committee of the Rajasthan Legislative Assembly, Jaipur and (i) Shri Satyajit Ray and Shri Jindal in connection with their film 'Shatranj Ke Khilari.'

COMMITTEES AND CONFERENCES

The most notable development of the year under report, concerned the International activities of National Archives of India. To promote the archival development in the region through cooperative efforts, South West Asia Regional Branch of International Council on Archives (SWARBICA) was inaugurated on 11 December 76 by Prof. Nurul Hussain the then Union Minister of Education and Social Welfare. In this connection a three-days conference under the auspices of the Government of India was held at New Delhi. The Regional branch has been joined by five countries, viz. India, Bangladesh, Nepal, Sri Lanka and Iran.

Dr. S.N.Prasad, Director ofArchives, visited Washington (USA) to attend the VIIIth Congress of the International Council on Archives and other allied meetings, where in he also read a paper on "The Liberalization of Access and Use of Archives". Dr. Prasad was also unanimously elected as one of the two Vice-Presidents of the International Council on Archives. This is the first time that any archivist from the Third World has been elected as an officebearer of the Council. On the request of the Government of Maharashtra, he also visited Bombay to advise them regarding construction of a new Archives building and also to guide the local Director of Archives in formulating and implementing the scheme for preparing transcribed copies of pre-1750 records in their possession. During his visit, he also inspected the records of the Central Film Censor Board and gave advise on the record keeping problems. He also visited Vrindaban (U.P.) with Shri I.B.Roy, Archivist to survey the records of the Vrindaban Research Institute and rendered advice on the proper maintenance and preservation of records.

On the invitation of the Government of Saudi Arabia, Shri S.A.I.Tirmizi, Deputy Director of Archives was deputed for one month (3 July - 4 August 76) to assist the Government of Saudi Arabia in planning their archival infra-structure. He also visited the various record repositories at Riyadh, Mecca, Madina & Jeddah. Under another programme he also visited London (20.10.76-20.11.76) for selecting records for the purpose

of acquiring their microfilm copies to fill up the gaps in the series of records in the National Archives of India and on the guide lines drawn up by him. The work was further taken up and completed by Shri N.R.Sen Gupta, Archivist.

Shri R.C.Gupta, Deputy Director of Archives visited Kabul for ten days (24 Aug-3 Sept. 76) to advise the Afghanistan Government in setting up their Reprography Unit.

To make an on the spot study and submit a report on the establishment of Archives office at Port Blair Dr. Kulkarnee was deputed by the Department to visit Andaman. There he was also interviewed by All India Radio Port Blair on the subject of Archives with special references to Andaman.

Shri S.N.Sharma and Shri K.L.Ahluwalia, Assistant Directors attended the meeting of the Rajasthan Regional Records Survey Committee held at Jaipur and the Punjab History Conference held at Punjabi University Patiala respectively.

Shri J.C.Srivastava, Librarian of this Department attended the Indian Library Association Conference held at Kashmir.

INDIAN HISTORICAL RECORDS COMMISSION

The Forty Fifth Session of the Indian Historical Records Commission was held on 1st and 2nd February 1977 at Mysore. Prof. S.Nurul Hasan, the than Union Minister of Education, Social Welfare and Culture presided over

the Session. The Session was inaugurated by Shri D.V.Urs, Vice Chancellor, University of Mysore. Eminent historians and archivists from all over the country attended the session.

An exhibition of historical documents organized on the occasion was inaugurated by Shri Samuel Appaji, Divisional Commissioner, Mysore. The main theme of the exhibition was "Karnataka during post-1600 period relating to Social, economical, political and cultural aspects". In all seven institutions (including National Archives of India) participated in the exhibition. It received wide publicity through newspapers and attracted a large number of visitors.

Four resolutions and five recommendations on different important aspects were passed at the Session.

Nine papers based on the newly discovered original records pertaining to the post-1600 period of Indian History were presented at the Academic Session of the Commission.

On this occasion a symposium on "Records of Business Houses" was also organised wherein eminent scholars read their respective papers.

NATIONAL COMMITTEE OF ARCHIVISTS

The 29th Meeting of the National Committee of Archivists was held at Mysore on 3rd February 1977 under the Chairmanship of the Director of Archives, National Archives of India. Various heads of the State Archives discussed their mutual archival problems. Six Resolutions and two recommendations on different subjects were passed.

TOWARDS FREEDOM PROJECT

Under the project "Towards Freedom" the preliminary selection of records, for the years 1937-47 of the Viceroy's Executive Council (Cabinet Secretariat), President's Secretariat, and the Ministry of External Affairs was completed. For collection of material for the project, following series of private papers and public recordswere examined: (a) Banarsidas Chaturvedi Papers (b) Sir Jehangir Coyaji Papers (c) Jayakar papers (d) Bhulabhai Desai Papers (e) Purushottan Das Tandon Papers (f) V.J.Patel and Netaji Bose's Papers (g) Dr. Sampurnanand Collection (h) G.B.Pant Collection (i) Gandhiji Collection (j) Political (Secret) Records, (k) Home (Political) Records (l) Ministry of Defence and (m) Microfilm rolls of the Crown Representative Papers, Zetland Papers, Haig Papers, Erskine Papers and Linlithgow Papers.

The Records housed in the State Archives of Andhra Pradesh, Tamil Nadu, Assam and Meghalaya, Bihar, Manipur, West Bengal and the Union territories of Delhi and Andaman were also examined.

About 16,906 pages have been typed during the period undr review, out of which 2,576 have been sent to Indian Council of Historical Research.

MANUAL OF INDIAN ARCHIVES

The first draft of the Manual was completed during period under report. Approval and clearance of the same by the Advisory Committee is awaited.

GUIDE TO THE RECORDS

During the period under report, Part II of the "Guide to the Records in the National Archives of India": Home Department/Ministry of Home Affairs (1748-1957) was compiled. In addition abstract lists of the following records were prepared:- (a) Foreign Department (1755-1882) (b) Education, Health and Lands Department (1871-1945) (c) Public Works Department (1860-1923) (d) Department / Ministry of Education (1945-51) (e) Department/Ministry of Health (1945-47) (f) Department/Ministry of Agriculture (1945-57) and (g) Imperial/Indian Council of Agricultural Research (1929-1951).

LIBRARY

During the period under review 6156 books, including the rare Waqiat-i-Darul-Hukumat-i-Delhi (Part 3) were acquired and 6156 titles were amalgamated.

EXHIBITION

An exhibition of original documents, contemporary news-papers and photographs was organized on the occassion of the inauguration of the Regional Branch

of the International Council on Archives concerning South and West Asian countries. 106 documents including contemporary photographs were exhibited depicting bilateral relations among the countries of the region.

हिन्दी अनुभाग

हिन्दी अनुभाग ने राजभाषा अधिनियम के अनुसार सरकारी कामकाज में हिन्दी के अधिकाधिक प्रयोग के सम्बन्ध में निम्नलिखित कार्य किये -

1- हिन्दी प्रशिक्षण योजना के अंतर्गत कर्मचारियों को प्रशिक्षण प्राप्त करने के लिये भेजा गया।

2- हिन्दी प्रशिक्षण योजना से सम्बन्धित अर्ध-वार्षिक रिपोर्ट सम्बद्ध मंत्रालय को समय पर भेजी गई। इस वर्ष विशेष रूप से संसदीय राजभाषा समिति द्वारा जारी की गई प्रश्नावली (भोपाल और दिल्ली कार्यालयों की सूचना भरकर) सम्बद्ध मंत्रालय को भेजी गई।

3- राष्ट्रीय अभिलेखागार की प्रत्येक शाखा से हिन्दी में अधिकाधिक प्रयोग की तिमाही रिपोर्ट प्राप्त करके सम्बद्ध मंत्रालय को भेजी गई।

4- इसके अतिरिक्त निदेशक महोदय की अध्यक्षता में एक राजभाषा कार्यान्वयन समिति प्रत्येक तिमाही की बैठक में गृह मंत्रालय के अनुदेशों और हिन्दी शिक्षण योजना के अधीन कर्मचारियों के हिन्दी प्रशिक्षण, हिन्दी टंकण और हिन्दी आशुलिपि पर हुई प्रगति की समीक्षा करती है।

1975 की वार्षिक रिपोर्ट द्विभाषी (हिन्दी तथा अंग्रेजी) रूप में प्रकाशित की गई तथा सरकारी पत्र व्यवहार का आवश्यकतानुसार हिन्दी में अनुवाद किया गया।

NATIONAL ARCHIVES OF INDIA, BHOPAL

Budget: During 1976-77 a sum of Rs.2,26,297.63 was spent out of a budget provision of Rs.2,37,000.00 on the Non-Plan side and a sum of Rs.14,186.35 against the budget provision of Rs.14,000.00 on the Plan side. For 1977-78 a budget provision of Rs.2,60,000.00 has been admitted on the Non Plan side and Rs.1,21,000.00 on the Plan side.

Building: The Regional office, National Archives of India, Bhopal has its own building. The construction of two more floors (2nd and 3rd) of the office building has since been completed.

Appraisal of Records: 2,933 files pertaining to the Government of India; Home Department (1860-1933), and 2,294 files belonging to the Government of India; Department of Commerce and Industry (1860-1936) were examined and listed.

Research and Reference: Two scholars availed themselves of the research facilities and 3 queries received from private agencies were attended to. 374 Records were requisitioned by the Research Scholars during the period under review.

Reference Media: Reference Media of the following series of records were prepared.

Name of the Department	No. of files	Inclusive Years
Government of India, Home Department	2,933	1860-1933
Government of India, Department of Commerce and Industry	2,294	1860-1936

Conservation: During the period under review 19,327 sheets were flattened, 18,896 sheets were repaired, 17,823 sheets were guarded and 171 books, maps and volumes were bound.

Photo-Duplication: The Archives has no microfilming unit of its own.

Library: Six books were acquired during the period under review.

RECORD CENTRE (NATIONAL ARCHIVES OF INDIA), JAIPUR

Administration: A new Record Centre was established at Jaipur and it started functioning w.e.f. 3.1.1977 It will serve as an intermediate record repository for housing the records of the Central Government offices/ Departments in that region.

The Centre is headed by an Assistant Director with the following supporting staff:

Archivist	1
Assistant Archivist (Gr.I)	1
Assistant	1
Lower Divisional Clerk	1

One helper was appointed in February, 1977.

The sanctioned strength of the staff however is 23.

Budget: Budget Provision of Rs.1.69 lakhs was made on the plan side for the year 1976-77. For 1977-78 a budget provision of Rs.3 lakhs is made on the plan side.

Building: The Archives has no building of its own.

Record Management: Appraisal of about 4,000 files received from Tarriff Commission Office, was taken up.

Research and Reference: No work was done in this regard.

Reference Media: No work was done in this regard.

Publication Programme: No programme for publication was taken up.

Preservation of Records:

Photo-Duplication:

Efforts are being made to set up both the Preservation Unit and Reprography Unit.

SIGNIFICANT DEVELOPMENT SINCE THE CLOSE OF THE FINANCIAL YEAR.

Exhibition: On the occasion of the First Summer Institute for Persian Teachers organized by the Jawaharlal Nehru University in collaboration with the Iran Cultural Foundation, Tehran, the National Archives of India put up an exhibition of Persian documents and manuscripts. The exhibition was inaugurated on the afternoon of 30th May, 1977 and was visited by a number of Persian teachers and some Iranian delegates. Documents and manuscripts covering the period 1289-1885 were displayed. The exhibition continued till Ist of June, 1977.

Committee and Conference: The Hon'ble Education Minister Dr. P.C.Chunder visited this Department on 10th May, 1977.

Shri S.A.I.Tirmizi, Deputy Director of Archives has been appointed a Member of the Sigillography Committee and Shri M.Ahluwalia, Assistant Director of Archives, a Member of the Business Archives Centre of the International Council on Archives.

The members of SWARBICA unanimously decided to locate the Secretariat of the Branch in the National Archives of India at New Delhi, and two Assistant Directors of the National Archives of India, namely Dr. N.H.Kulkarnee and Shri Ranbir Kishore, were unanimous elected to the key positions of the Secretary General and the Treasurer respectively.